

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

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FROM:

[Redacted]
Director of Security

SUBJECT: Industrial Security Seminar
28 - 29 October 1982

1. The Office of Security is hosting an Industrial Security Seminar at Headquarters on 28 and 29 October 1982. This is the third such conference the Office of Security has sponsored this year and, as before, the attendees will be corporate security officers representing firms with significant contractual relationships to the Agency. On this occasion there will be 32 attendees from approximately 20 firms that have contracts sponsored by the Office of Development and Engineering (OD&E) and the Office of Logistics (OL). The agenda includes both general sessions and workshops. The general sessions will be held in Room 1A-07 Headquarters on both days. Others in attendance will include our Industrial Security Auditors and Security Officers assigned to the OD&E and OL Security Staffs.

2. You are invited to speak to the group at the opening session on Thursday, 28 October 1982 from 0915 to 0945 hours. We believe that it is very important to the success of this program to have the appearance of a senior Agency official as an expression of the interest and concern that we have for our industrial relationships. This has been a highlight of past seminars and we assure you that a similar effort on your part will be well received. Please be in touch with the undersigned (red 9282) on any aspect of this you would like to discuss including a time change if that is a problem.

3. The Industrial Security Seminar agenda includes a social gathering in the Executive Dining Room from 1730 to 1930 hours on Thursday, 28 October. You are cordially invited to attend as a guest of the undersigned.

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